

HUMAN RESOURCES DELEGATIONS OF AUTHORITY

Title 5 Human Resources Administration and Management Authorities (15s and Below)

DELEGATIONS OF AUTHORITY As of 9/9/2004	LEVELS OF DELEGATION AUTHORIZED				REDELEGATI ON AUTHORIZED NO; YES-TO WHOM	RESTRICTIONS/ COMMENTS	OHR DIVISION RESPONSIBLE
	OPM/OGC/ HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
ADVERSE ACTIONS (5 CFR 752)							
1. To suspend or separate an employee whether in a sensitive or non-sensitive position, on grounds of disloyalty or subversion	Secretary				NO		WRD
2. To propose a suspension for 14 days or less;		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	YES TO: 1st level supervisors	Proposals may not be issued without the prior review of technical issues by WRD, OHR. OEO concurrence is required in cases involving allegations of sexual harassment or retaliation	WRD
3. To receive an employee's reply and to make the original decision to effect a suspension for 14 days or less;		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	YES TO: Officials at least one level higher than proposing official	Decisions may not be issued without the prior review of technical issues by WRD, OHR. OEO concurrence is required in cases involving allegations of sexual harassment or retaliation	WRD
4. To propose: a suspension for more		Dir, NIH		Dep Dirs,	YES TO:	Prior review of cases by WRD,	WRD

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than 14 days, removal, reduction in grade or pay, or furlough without pay;		DDM, NIH	Dir, OHR	NIH Assc Dirs, NIH IC Dirs	1st level supervisors	OHR, is required. OEO concurrence is required in cases involving allegations of sexual harassment or retaliation	
5. To receive an employee's reply and to make the original decision on: a suspension for more than 14 days, removal, reduction in grade or pay, or furlough without pay		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	YES TO: Officials, at least one level higher than proposing official, with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy	Prior review of cases by WRD, OHR is required. ICs may submit requests for authority to review cases to WRD, OHR. Decisions may not be issued without the prior review of technical issues by DHRO staff OEO concurrence is required in cases involving allegations of sexual harassment or retaliation	WRD
ALTERNATIVE WORK SCHEDULES (AWS)							
1. To modify existing flexible work schedules (flexi-tour, gliding schedules, variable day, variable week, and maxi-		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs,	YES TO: IC EOs	Modification to these models requires technical review by the IC	WRD

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	OPM/OGC/ HHS OFFICIAL	OD NIH OFFICIAL	OHR NIH OFFICIAL	IC OFFICIAL			
flex); and compressed work schedules (5/4-9; 4-10; 3-13) within the parameters of the regulations				NIH IC Dirs		AWS Coordinator and the IC HR Office. Copies of new models should be submitted to Dir, OHR, through DHRO, OHR, for information purposes	
2. To select which Alternative Work Schedule models may be implemented within an IC		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs IC EOs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy		WRD
3. To implement and or terminate selected IC Alternative Work Schedules		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs IC EOs	YES TO: 1 st level Supervisors		WRD
APPOINTING AUTHORITY							
1. To restore to duty any employee whether in a sensitive or non-sensitive	Secretary				NO		CSD

position, on grounds of disloyalty or subversion; or re-employ any person who has been separated from any Federal position on such grounds							
2. To authorize a Personnel Officer, to whom appointing authority has been delegated, to exercise the same level and kind of authority from another activity in the same, or different, organization within the Department	OS				NO		CSD
3. To effect (process): - appointments, promotions, changes to lower grade, and reassignments of personnel to positions in the competitive and excepted services, including experts, consultants, and committee members; - suspensions and involuntary separations of personnel; - pay changes and any other personnel actions authorized by law or regulation; - non-discretionary actions		Dir, NIH DDM, NIH	Dir, OHR Dep Dir, OHR Dir, DESB, OHR		NO		CSD
APPOINTMENTS (INITIAL)							
1. To approve appointments: for scientists when total compensation is > GS-15/10 (DC locality) OR for non-scientists when grade is greater than or equal to GS-14 OR for scientists and non-scientists when cumulative discretionary pay increases are > \$30,000 in the preceding 52-week period		Dir, NIH DDM, NIH			NO	Subject to any applicable HHS/NIH freeze on appointments ICs must submit requests for approval to OHR, NIH, 1/B160	CSD
2. To approve appointments:		Dir, NIH	Dir, OHR	Dep Dir, NIH	YES TO:	Subject to any applicable HHS/NIH freeze	CSD

<p>for scientists when total compensation is ≤ GS-15/10 (DC locality) provided cumulative discretionary pay increases are ≤ \$30,000 in the preceding 52-week period</p> <p>OR</p> <p>for non-scientists when grade is < GS-14 provided cumulative discretionary pay increases are ≤ \$30,000 within the preceding 52-week period</p>		DDM, NIH		IC Dirs	<p>Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy</p> <p>PROVIDED</p> <p>the IC Director retains accountability</p>	on appointments	
APPOINTMENTS ABOVE THE MINIMUM							
<p>1. To approve the appointment of a candidate with superior qualifications at a rate above the minimum rate of the appropriate grade based on:</p> <ul style="list-style-type: none"> - a written competing offer; - an approved salary survey; - a match of a candidate's current base salary; - any other conditions, e.g., matching salary and fringe benefits 		<p>Dir, NIH</p> <p>DDM, NIH</p>	Dir, OHR	<p>Dep Dir, NIH</p> <p>IC Dirs</p>	<p>YES TO:</p> <p>Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy</p> <p>PROVIDED</p> <p>the IC Director retains accountability</p>	NIH Title 38 Nurses and Allied Health Occupations are subject to the respective Nurse/Allied Health policy	CSD
AWARDS (MONETARY)							
1. To recommend, in conjunction with the Dir, USOPM, the approval of an additional cash award of up to \$10,000 by the President.	Secretary				NO		WRD

2. To grant cash awards based on special acts or services, inventions, and adopted employee suggestions amounts between \$10,001-\$25,000 with prior approval of the USOPM	Secretary				NO		WRD
3. To grant cash awards based on special acts or services, inventions, adopted employee suggestions, and staff recognition for individuals and groups NTE \$10,000		Dir, NIH, DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy PROVIDED the IC Director retains accountability	Employees may not receive (i.e., actually be paid) total compensation greater than EX-I within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred and “rolled over” for payment during the next calendar year	WRD
4. To grant cash awards based “on-the-Spot” for individuals and groups NTE \$2500		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy PROVIDED the IC Director	Employees may not receive (i.e., actually be paid) total compensation greater than EX-I within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and “rolled over” for payment during the next	WRD

					retains accountability	calendar year	
AWARDS (NON-MONETARY)							
1. To grant Departmental Honor Awards	Secretary				NO		WRD
2. To approve nominations for all Presidential and non-HHS awards officially submitted by the Department on behalf of the NIH	Secretary				NO		WRD
3. To recommend to the Secretary individuals or groups for Presidential, Departmental, or non-HHS awards		Dir, NIH			NO		WRD
4. To recommend to the Director, NIH, individuals or groups for Presidential, Departmental, or non-HHS awards		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs NIH Assc Dirs, NIH IC Dirs	NO	ICs must submit recommendations to OHR, NIH for OD, NIH consideration through WRD, OHR	WRD
5. To establish and grant honor awards in accordance with HHS Instruction 451-1, that are in addition to those prescribed Department-wide		Dir, NIH			NO		WRD
6. To recommend to the Director, NIH, the establishment of additional honor awards in accordance with HHS Instruction 451-1		Dir, NIH, DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	NO	ICs must submit recommendations to OHR, NIH for OD, NIH consideration through WRD, OHR	WRD
7. To approve and present the NIH Director's Award		Dir, NIH			NO		WRD
8. To recommend to the Director, NIH, recipients of the NIH Director's Award		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	NO	ICs must submit nominations for OD, NIH consideration through WRD, OHR	WRD

9. To approve and present the NIH Merit Award		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	NO		WRD
10. To grant the 50-year length-of-service recognition	Secretary				NO		WRD
11. To grant length-of-service recognition for less than 50 years of service		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy		WRD
12. To sign retirement certificates		Dir, NIH DDM, NIH	Dir, OHR	IC Dirs	NO		WRD
13. To approve a time-off award NTE maximum time frames specified in the Employee Recognition and Awards Program Issuance		Dir, NIH, DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy	Scheduling of time-off awards is subject to supervisor's approval. At the IC's discretion, managers and supervisors may allow employees to participate in the granting of time-off awards. Refer to the NIH Employee Recognition and	WRD

						Award Program Issuance for policy guidance	
CLASSIFICATION							
<p>1. To classify GS and WG system positions at Grade 15 and below, and equivalent levels of positions exempt from GS, to include:</p> <ul style="list-style-type: none"> - NIH Equal Employment Manager (non-SES) - Positions in the 260 series - "tenured" scientific positions e.g., Senior Investigators - "permanent" senior scientific positions, e.g., Senior Scientist/Clinician; Staff Clinician/Scientist; - Laboratory specialists/technical support positions, GS-13 and above 		Dir, NIH DDM, NIH	Dir, OHR Dir, CSD, OHRM Dir, DHRO & staff	Dep Dir, NIH IC Dirs IC Dep Dir IC EOs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy	Classification of General Counsel positions (GS-905) requires clearance from OGC; classification of positions in 1811 series requires clearance from OIG Classification of all IRP permanent scientific positions GS-13 and above requires the approval of IC Director or IC Scientific Director if delegated the authority	CSD
CONVERSIONS OF APPOINTMENTS							
<p>1. To approve conversions of appointments:</p> <p>for scientists when total compensation is > GS-15/10 (DC locality)</p> <p style="text-align: center;">OR</p> <p>for non-scientists when grade is greater than or equal to GS-14</p> <p style="text-align: center;">OR</p>		Dir, NIH DDM, NIH			NO	Subject to any applicable HHS/NIH freeze on conversions ICs must submit requests for approval to OHR, NIH, 1/B160 Employees may not receive (i.e., actually be paid) total compensation	CSD

<p>for scientists and non-scientists when cumulative discretionary pay increases are > \$30,000 within the preceding 52-week period</p>						<p>greater than EX-I with a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and “rolled over” for payment during the next calendar year (5CFR 530.203)</p>	
<p>2. To approve conversions of appointments:</p> <p>for scientists when total compensation is ≤ GS-15/10 (DC locality) provided cumulative discretionary pay increases are ≤ \$30,000 within the preceding 52-week period</p> <p style="text-align: center;">OR</p> <p>for non-scientists when grade is < GS-14 provided cumulative discretionary pay increases are ≤ \$30,000 within the preceding 52-week period</p>		<p>Dir, NIH, DDM, NIH</p>	<p>Dir, OHR</p>	<p>Dep Dir, NIH IC Dirs</p>	<p>YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy</p> <p style="text-align: center;">PROVIDED</p> <p>the IC Director retains accountability</p>	<p>Subject to any applicable HHS/NIH freeze on conversions</p>	<p>CSD</p>
<p>3. To approve conversions of appointments:</p> <p>for scientists and non-scientists with no change in total compensation</p>		<p>Dir, NIH DDM, NIH</p>	<p>Dir, OHR</p>	<p>Dep Dir, NIH IC Dirs</p>	<p>YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance</p>		<p>CSD</p>

					with law, regulation, and written policy PROVIDED the IC Director retains accountability		
DETAILS							
<p>1. To approve and extend details to the Congress (Congressional Offices) and to the Executive Office of the President on a reimbursable/non-reimbursable basis</p> <p>NOTE: Details to the following Executive Offices of the President may be non-reimbursable for only 180 days in a fiscal year. Thereafter, details must be reimbursable for the rest of the fiscal year:</p> <ul style="list-style-type: none"> -The White House - The Executive Residence of the White House -The Office of the Vice President - The Office of Policy Development - The Office of Administration 	ASAM, HHS				NO	<p>IC's must submit requests for approval through SPT/CSD, OHR, 1/1C39</p> <p>Generally, details must be reimbursable. Non-reimbursable details are permitted where the details pertain to a matter similar or related to those ordinarily handled by the loaning IC/OPDIV in accomplishing a purpose for which its appropriations are provided or when the fiscal impact is negligible.</p> <p>Details must be processed in 120 day increments pursuant to 5 USC 3341</p>	CSD

						HHS Personnel Instruction 300-3 dated 2/22/96	
2. To approve and extend details to or from interagency task forces, the Legislative Branch (including the General Accounting Office, the Library of Congress and the Government Printing Office) and Judicial Branches on a reimbursable/non reimbursable basis	ASAM, HHS				NO	<p>IC's must submit requests for approval through SPT/CSD, OHR, 1/1C39</p> <p>Generally, details must be reimbursable. Non-reimbursable details are permitted where the details pertain to a matter similar or related to those ordinarily handled by the loaning IC/OPDIV in accomplishing a purpose for which its appropriations are provided or when the fiscal impact is negligible.</p> <p>Details must be processed in 120 day increments pursuant to 5 USC 3341</p>	CSD

3. To approve and extend details of civil service personnel to or from other Federal organizations (excluding the Executive Office of the President, the Congress, interagency task forces, and the Legislative and Judicial Branches) on a reimbursable/non-reimbursable basis		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy	ICs must submit copies of approved details outside HHS to SPT/OHR, 31/1C39 within five (5) working days. Generally, details must be reimbursable. Non-reimbursable details are permitted where the detail pertains to a matter similar or related to those ordinarily handled by the loaning IC/OPDIV in accomplishing a purpose for which its appropriations are provided or when the fiscal impact is negligible Details must be processed in 120 day increments pursuant to 5 USC 3341	CSD
4. To approve and extend details of civil service personnel within DHHS on a reimbursable/non-reimbursable basis		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance	Generally, details must be reimbursable. Non-reimbursable details are permitted where the detail pertains to a matter similar or related to	CSD

					with law, regulation, and written policy	those ordinarily handled by the loaning IC/OPDIV in accomplishing a purpose for which its appropriations are provided or when the fiscal impact is negligible Details must be processed in 120 day increments pursuant to 5 USC 3341	
5. To approve details in excess of 30 days within NIH on a reimbursable/non- reimbursable basis		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy	Generally, details must be reimbursable. Non-reimbursable details are permitted where the detail pertains to a matter similar or related to those ordinarily handled by the loaning IC/OPDIV in accomplishing a purpose for which its appropriations are provided or when the fiscal impact is negligible Details must be processed in 120 day increments pursuant to 5 USC 3341	CSD
6. To approve and extend details of 30		Dir, NIH	Dir, OHR	Dep Dir,	1 st level	Generally, details must be	CSD

days or less of employees under their supervision to positions within NIH on a reimbursable/non-reimbursable basis		DDM, NIH		NIHIC Dirs	supervisors	reimbursable. Non-reimbursable details are permitted where the detail pertains to a matter similar or related to those ordinarily handled by the loaning IC/OPDIV in accomplishing a purpose for which its appropriations are provided or when the fiscal impact is negligible This authority may not be used to extend a previously approved detail	
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7. To approve details to OPM-approved International Organizations on a reimbursable/non-reimbursable basis		Dir, NIH, DDM, NIH	Dir, OHR		NO	<p>Ics must submit requests for approval through SPT/CSD, OHR, 31/1C39.</p> <p>A detail or series of details may not exceed 5 consecutive years. Contact CSD, OHR for a list of approved organizations</p> <p>Generally, details must be reimbursable. Non-reimbursable details are permitted where the detail pertains to a matter similar or related to those ordinarily handled by the loaning IC/OPDIV in accomplishing a purpose for which its appropriations are provided or when the fiscal impact is negligible</p> <p>5 CFR 352.304 I FF</p>	CSD
8. To approve and extend details to non-OPM approved International Organizations on a reimbursable/non-reimbursable basis	OPM				NO	Request(s) for approval must be submitted to OPM through OHR, NIH. Information	CSD

						<p>on processing the request(s) may be obtained from SPT, OHR</p> <p>A detail or series of details may not exceed 5 consecutive years.</p> <p>Generally, details must be reimbursable. Non-reimbursable details are permitted where the detail pertains to a matter similar or related to those ordinarily handled by the loaning IC/OPDIV in accomplishing a purpose for which its appropriations are provided or when the fiscal impact is negligible</p> <p>5 CFR 352-304</p>	
9. To extend details to international organizations on a reimbursable/non-reimbursable basis.	OS/HHS				NO	<p>Details may be extended up to an additional 3 years (total of 8 years) if it is determined by the Department of State to be in the national interest.</p> <p>IC's must submit requests for approval through</p>	

						SPT/CSD, OHR, 31/1C39. 5 CFR 352.306	
EXTENSIONS							
1. To approve extensions of appointments: for scientists and non-scientists with no change in total compensation		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy PROVIDED the IC Director retains accountability	Employees may not receive (i.e., actually be paid) total compensation greater than EX-I within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and "rolled over" for payment during the next calendar year	CSD
FLEXIBLE WORKPLACE PROGRAM (FWP)							
1. To approve the implementation of the NIH Flexible Workplace Program		Dir, NIH DDM, NIH	Dir, OHR		NO		WRD
2. To implement the provisions of the NIH Flexible Workplace Program		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy		WRD

<p>GRIEVANCE DECISIONS - This delegation of authority does not pertain to grievance decisions made under the grievance procedures of labor-management agreements, i.e., under negotiated grievance procedures.</p> <p>HHS Instruction 771-3 has been abolished. However, agencies must follow HHS 771-3 procedures until a new system(s) is established with the exception of Section 771-3-60, Request for Reconsideration</p> <p>The NIH is currently in the process of developing a new NIH dispute resolution process that incorporates a number of ADR processes.</p>							
1. To make final grievance decisions, when necessary because of supervisory level, on any matter grieved at the NIH,		Dir, NIH DDM, NIH			NO		WRD
2. To make a decision at the informal stage of the NIH grievance procedure, i.e., to be the "Stage 1 Official"		Dir, NIH DDM, NIH	Dir, OHR	The first official with authority over the matter grieved (Stage 1 Official) An administrative superior (with authority over the matter grieved) of the Stage 1 Official may exercise informal decision authority instead of the Stage 1 Official	NO	Stage 1 Officials should contact their WRD, OHR staff before taking action on an employee's grievance	WRD
3. To make a decision at the formal stage of the NIH grievance procedures, i.e., to be the "Stage 2 Official"		Dir, NIH DDM, NIH	Dir, OHR	The first official at a higher level than the	NO	Stage 2 Official must: - not be an official who previously	WRD

				<p>Stage 1 Official who has authority over the matter grieved and meets the criteria described in restrictions (Stage 2 Official)</p> <p>An administrative superior, (who meets criteria described in restrictions) of the Stage 2 Official, may exercise the authority instead of the Stage 2 Official</p>		<p>made a decision on the adverse action, separation, or reassignment to a position in a different commuting area that is being grieved</p> <ul style="list-style-type: none"> - not be an official who issued a decision under the informal grievance procedure;- have authority over the matter grieved; - be an official at a higher level than any employee involved in any phase of the grievance <p>Stage 2 Officials must contact their DHRO staff before taking action on an employee's grievance</p>	
INTERGOVERNMENTAL PERSONNEL ACT (IPA) ASSIGNMENTS							
1. To approve IPA assignments for federal employees beyond a total of six years during his/her Federal Career	OPM				NO		CSD
2. To approve or disapprove an IPA assignment to or from the immediate staffs of elected chief executives of state or local governments	ASMB, HHS				NO		CSD
3. To approve or disapprove the temporary assignment by detail or appointment of personnel under the		Dir, NIH DDM, NIH			NO	ICs must submit requests for approval through	CSD

<p>Intergovernmental Personnel Act between NIH and eligible non-Federal organizations for up to two years, and extensions of assignments for up to an additional two years for scientists when total NIH portion (base salary) is > GS-15/10 (DC locality)</p> <p>OR</p> <p>for non-scientists when total NIH portion base salary is ≥ GS-14/01</p>						<p>CSD, OHR</p> <p>An agency may not send on assignment an employee who has served on IPAs for more than a total of six years during his/her Federal career unless waived by OPM (see #1 above)</p> <p>Two copies of the original agreement (OF-69), extensions, and modifications must be forwarded to CSD, OHR within 5 days of approval for post-audit.</p> <p>ICs must submit requests for certification of “other” organizations to CSD.</p>	
<p>4. To approve or disapprove the temporary assignment by detail or appointment of personnel under the Intergovernmental Personnel Act between NIH and eligible non-Federal organizations for up to two years, and extensions of assignments for up to an additional two years</p> <p>for scientists when total NIH portion (base salary) is ≤ GS-15/10 (DC locality)</p>		<p>Dir, NIH</p> <p>DDM, NIH</p>	Dir, OHR	<p>Dep Dir, NIH</p> <p>IC Dirs</p>	<p>YES TO:</p> <p>Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation,</p>	<p>An agency may not send or receive on assignment an employee who has served on an IPA for four continuous years without at least a 12-month return to duty to the</p>	CSD

OR					and written policy PROVIDED the IC Director retains accountability	organization from which originally assigned An agency may not send on assignment an employee who has served on IPAs for more than a total of six years during his/her Federal career unless waived by OPM (see #1 above) Two copies of the original agreement (OF-69), extensions, and modifications must be forwarded to CSD, OHR within 5 days of approval for post-audit. ICs must submit requests for certification of "other" organizations to CSD.	
5. To waive repayment of expenses for failure to complete the obligated service agreement upon completion of an IPA assignment for scientists and non-scientists		Dir, NIH DDM, NIH	Dir, OHR		NO	Requests for waivers of repayment must be submitted to CSD, OHR for review and forwarding to Dir, OHR	CSD
LABOR-MANAGEMENT RELATIONS MATTERS							

1. To approve labor-management agreements		Dir, NIH DDM, NIH	Dir, OHR		NO		WRD
2. To determine the management position (after consultation with the designee of each affected organization) concerning a proposed bargaining unit		Dir, NIH DDM, NIH	Dir, OHR		NO		WRD
3. To designate the Collective Bargaining Official for each bargaining unit		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy	Designated CBO should be at a level in which he/she has authority to enter the IC into binding settlement agreements over matters for which a grievance or ULP charge may be filed	WRD
4. To designate the Labor Relations Officer for each bargaining unit		Dir, NIH DDM, NIH	Dir, OHR Labor Relations Spclst, WRD, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy	All labor relations issues that will be submitted to the Federal Labor Relations Authority must have WRD, OHR concurrence	WRD
LEAVE, EXCUSE ABSENCE, AND RESTORE ANNUAL LEAVE							
1. To grant annual and sick leave, and other types of paid leave authorized by law, regulation, or policy		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH	YES TO: Officials with sufficient knowledge	Refer to the NIH Leave Guide for Civilian Employees on the OHR web site for	WRD

				IC Dirs	and expertise to exercise this authority in accordance with law, regulation, and written policy	additional information	
2. To approve the advance of annual and sick leave to the extent permitted by law, regulation, or policy		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy	Refer to the NIH Leave Guide for Civilian Employees on the OHR web site for additional information	WRD
3. To approve leave without pay or charge employees with absence without leave		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy	Refer to the NIH Leave Guide for Civilian Employees on the OHR web site for additional information	WRD
4. To excuse absence without charge to leave		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise	Refer to the NIH Leave Guide for Civilian Employees on the OHR web site for additional information	WRD

					this authority in accordance with law, regulation, and written policy		
5. To make the determination that conditions exist which permit restoration of annual leave under 5 USC 6304 (administrative error, exigency of public business, illness of employee)		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy	An official to whom this authority is delegated or re-delegated may not exercise the authority if he/she is in the immediate organizational unit affected by the exigency or his/her leave would be affected by the decision. In such cases, authorities shall be exercised by the next higher official who has been delegated the authority and is not disqualified for the above reasons	WRD
6. To temporarily close NIH work places and approve early dismissal of NIH employees in administrative situations		Dir, NIH DDM, NIH (campus)	Dir, OHR	On-site manager (off-campus NIH leased facilities)	NO	For off-campus facilities, this authority is delegated to the on-site manager of the IC employing the largest number of employees as designated by the Division of Space and Facility	WRD

						Management, NIH	
7. To temporarily close NIH work places and approve early dismissal of NIH employees in the event of inclement weather	USOPM				NO		WRD
OATHS OF OFFICE							
1. To administer oaths of office to employees upon entry on duty		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs Secretaries of National Advisory Councils, Panels, or Boards, and Committee Management Officers	YES TO: IC EOs Foreign Program Assistants, ORS, ISB DHRO, OHR staff		CSD
OFFICIAL REPRIMANDS							
1. To issue official reprimands		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	YES TO: First level supervisors	Reprimands may not be issued unless they have the concurrence of WRD, OHR.	WRD
OVERTIME							
1. To approve regularly scheduled overtime		Dir, NIH, DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH	YES TO: 2nd level supervisor or to 1st level		WRD

				IC Dirs	supervisor ONLY when 2nd level supervisor is not located in the commuting area		
2. To approve irregular and occasional overtime		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	YES TO: 2nd level supervisor or to 1st level supervisor ONLY when 2nd level supervisor is not located in the commuting area	This authority includes the approval of exceptions to the GS-15/10, biweekly maximum earnings limitation under certain emergency circumstances: (1) emergency work involving natural disasters as designated by the Director, OHR; (2) work involving an emergency other than a natural disaster as designated by the USOPM	WRD
3. To approve irregular and occasional or regularly scheduled overtime payment for work performed at home or at an alternative worksite		Dir, NIH, DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	NO		WRD
4. To authorize additional annual compensation as authorized under 5 CFR 550.151 [administratively uncontrollable work (AUW)]		Dir, NIH DDM, NIH	Dir, OHR		NO		WRD

PART-TIME EMPLOYMENT							
1. To hire and retain employees for part-time tours of duty of up to 32 hours per week		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy		CSD
PERFORMANCE MANAGEMENT SYSTEM (PMS)							
1. To establish Department-wide requirements for OPDIV performance appraisal Programs	OS				NO	NIH Policy Manual 2300-430-1 NIH Performance Appraisal Plan, issued by OD/OHR/WRD, dated 4/11/96 HHS Instruction 430-7, Performance Appraisal System, dated 11/9/95	WRD
2. To approve exceptions to the Department's requirements, contingent upon subsequent approval by USOPM where required	OS	Dir, NIH			NO	NIH Policy Manual 2300-430-1 NIH Performance Appraisal Plan, issued by OD/OHR/WRD, dated 4/11/96 HHS Instruction	WRD

						430-7, Performance Appraisal System, dated 11/9/95	
3. To certify that the NIH Performance appraisal program meets the requirements of the HHS Performance Appraisal System and all applicable laws and regulations.		Dir, NIH DDM, NIH	Dir, OHR		NO	NIH Policy Manual 2300-430-1 NIH Performance Appraisal Plan, issued by OD/OHR/WRD, dated 4/11/96 HHS Instruction 430-7, Performance Appraisal System, dated 11/9/95	WRD
4. To develop performance appraisal policy, approve and certify the regulatory adequacy of individual IC performance appraisal programs, and as necessary, evaluate performance appraisal programs at the NIH.		Dir, NIHDDM, NIH	Dir, OHR		NO	NIH Policy Manual 2300-430-1 NIH Performance Appraisal Plan, issued by OD/OHR/WRD, dated 4/11/96 HHS Instruction 430-7, Performance Appraisal System, dated 11/9/95	WRD
5. To establish organizational performance appraisal programs that comply with the parameters set forth in the NIH Performance Appraisal Program and for monitoring the implementation of those plans to ensure equity across the IC		Dir, NIH, DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	NO	NIH Policy Manual 2300-430-1 NIH Performance Appraisal Plan, issued by OD/OHR/WRD,	WRD

						dated 4/11/96 HHS Instruction 430-7, Performance Appraisal System, dated 11/9/95	
6. To act as a reviewing official as set forth in the NIH Performance Appraisal Program Plan		Dir, NIH DDM, NIH	Dir, OHR	2nd level supervisor	NO	<p>There is no requirement for a reviewing official when the Director, NIH, is the appraising official. In addition, there is also no requirement for an IC reviewing official signature unless performance is rated unacceptable</p> <p>NIH Policy Manual 2300-430-1 NIH Performance Appraisal Plan, issued by OD/OHR/WRD, dated 4/11/96</p> <p>HHS Instruction 430-7, Performance Appraisal System, dated 11/9/95</p>	WRD
7. To act as an appraising official as set forth in the NIH Performance Appraisal Program Plan		Dir, NIH DDM, NIH	Dir, OHR	1st level supervisor	N/A	NIH Policy Manual 2300-430-1 NIH	WRD

						Performance Appraisal Plan, issued by OD/OHR/WRD, dated 4/11/96 HHS Instruction 430-7, Performance Appraisal System, dated 11/9/95	
PHYSICIANS COMPARABILITY ALLOWANCE (PCA)							
1. To establish a PCA payment class within a PCA category and subcategory for a position or group of positions, based on a determination that recruitment and retention problems exist		Dir, NIH DDM, NIH	Dir, OHR		NO		CSD
2. To certify that a physician is required in a position; to approve and issue agreements regardless of salary, increases, or total payments; to grant exceptions to former members of uniformed services regardless of situation for individuals who report directly to the Director, NIH; the Deputy Directors, NIH; or to IC Directors		Dir, NIH DDM, NIH			NO	Submit requests for approval to OHR, NIH, 1/B160	CSD
3. To certify that a physician is required in a position relative to the payment of PCA		Dir, NIH, DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy		CSD

<p>4. To approve PCA agreements (form PHS-6106) and determine actual allowances to be paid to physicians;</p> <p>when total compensation is > GS-15/10 (DC locality)</p> <p style="text-align: center;">OR</p> <p>when cumulative discretionary increases are > \$30,000 within the preceding 52-week period</p>		<p>Dir, NIH</p> <p>DDM, NIH</p>			NO	<p>ICs must submit requests for approval to OHR, NIH, 1/B160</p> <p>Employees may not receive (i.e., actually be paid) total compensation greater than EX-I within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and "rolled over" for payment during the next calendar year (5CFR 530.203)</p>	CSD
<p>5. To approve PCA agreements (form PHS-6106) and determine actual allowances to be paid to physicians</p> <p>when total compensation is ≤ GS-15/10 (DC locality) provided cumulative discretionary increases are ≤ \$30,000 within the preceding 52-week period</p>		<p>Dir, NIH</p> <p>DDM, NIH</p>	Dir, OHR	<p>Dep Dir, NIH</p> <p>IC Dirs</p>	<p>YES TO:</p> <p>Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy</p> <p style="text-align: center;">PROVIDED</p> <p>the IC Director retains</p>	<p>IC certification is required; it may be exercised by Branch Chief DHRO or other designee</p>	CSD

					accountability		
<p>6. To grant exceptions to pay PCA to former members of the uniformed services;</p> <ul style="list-style-type: none"> - who retire with at least 20 years but fewer than 30 years of service and who do not have a break in service of at least one calendar year; - who resign and do not have a break in service of at least 90 days ; - or who do not have service in a civilian position for at least 90 days after leaving the Corps or do not have a combination of a break-in-service and civilian service of at least 90 days 		<p>Dir, NIH</p> <p>DDM, NIH</p>	Dir, OHR	<p>Dep Dir, NIH</p> <p>IC Dirs</p>	NO		CSD
<p>7. To grant exceptions to pay PCA to former members of uniformed services:</p> <ul style="list-style-type: none"> - who retire with 30 years - retire after reaching age 64 - retire on disability - who retire with at least 20 years but fewer than 30 years of service and who have a break in service of at least one calendar year; -who resign and have a break in service of at least 90 days ; - or who have service in a civilian position for at least 90 days after leaving the Corps or have a combination of break-in-service and civilian service of at least 90 days 		<p>Dir, NIH</p> <p>DDM, NIH</p>	Dir, OHR	<p>Dep Dir, NIH</p> <p>IC Dirs</p>	<p>YES TO:</p> <p>Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy</p>		CSD
<p>8. To determine the conditions under which repayment of PCA may be waived when an employee terminates a PCA service agreement with NIH due to circumstances beyond his/her control, and to approve requests for such waivers</p>		<p>Dir, NIH</p> <p>DDM, NIH</p>	Dir, OHR	<p>Dep Dir, NIH</p> <p>IC Dirs</p>	<p>YES TO:</p> <p>Officials with sufficient knowledge and expertise to exercise this authority in accordance with law,</p>	<p>Waivers must be recommended by authorizing official. Approval of waivers must be at the next higher level or above.</p> <p>Copies of waiver</p>	CSD

					regulation, and written policy	recommendations and approvals must be submitted to SPT, CSD, OHR for post-audit.	
PROBATIONARY PERIODS							
To terminate the appointment of an employee serving a trial period.		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: 1 st level supervisors	Termination must be done in writing.	WRD
PROMOTIONS							
<p>1. To approve promotions:</p> <p>for scientists when total compensation is > GS-15/10 (DC locality)</p> <p style="text-align: center;">OR</p> <p>for non-scientists when grade is greater than or equal to GS-14</p> <p style="text-align: center;">OR</p> <p>for scientists and non-scientists when total cumulative discretionary pay increases are > \$30,000 in the preceding 52-week period</p>		Dir, NIH DDM, NIH			NO	<p>Subject to any applicable HHS/NIH freeze on promotions</p> <p>ICs must submit requests for approval to OHR, NIH, 1/B160</p> <p>Employees may not receive (i.e., actually be paid) total compensation greater than EX-I within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and “rolled over” for payment during the next</p>	CSD

						calendar year (5CFR 530.203)	
<p>2. To approve promotions:</p> <p>for scientists when total compensation is ≤ GS-15/10 (DC locality) provided cumulative discretionary pay increases are ≤ \$30,000 within the preceding 52-week period</p> <p style="text-align: center;">OR</p> <p>for non-scientists when grade is < GS-14 provided cumulative discretionary pay increases are ≤ \$30,000 within the preceding 52-week period</p>		Dir, NIH, DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	<p>YES TO:</p> <p>Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy</p> <p>PROVIDED</p> <p>the IC Director retains accountability</p>	<p>Subject to any applicable HHS/NIH freeze on promotions</p> <p>Employees may not receive (i.e., actually be paid) total compensation greater than EX-I within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and “rolled over” for payment during the next calendar year (5CFR 530.203)</p>	CSD
QUALITY STEP INCREASES (QSIs)							
1. To grant final approval and effect Quality Step Increases (QSIs)		Dir, NIH DDM, NIH	Dir, OHR Dep Dir, OHR Chief, DESB, OHR		NO		CSD
<p>2. To approve Quality Step Increases (QSIs) at the IC level</p> <p>for scientists and non-scientists when cumulative discretionary pay increases</p>		Dir, NIH DDM, NIH			NO	ICs must submit requests for approval to OHR, NIH, 1/B160	CSD

are > \$30,000 within the preceding 52-week period						Employees may not receive (i.e., actually be paid) total compensation greater than EX-I within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and "rolled over" for payment during the next calendar year (5CFR 530.203)	
<p>3. To approve Quality Step Increases (QSIs) at the IC level</p> <p>for scientists and non-scientists provided cumulative discretionary pay increases are \leq \$30,000 within the preceding 52-week period</p>		<p>Dir, NIH</p> <p>DDM, NIH</p>	Dir, OHR	<p>Dep Dir, NIH</p> <p>IC Dirs</p>	<p>YES TO:</p> <p>Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy</p> <p>PROVIDED</p> <p>the IC Director retains accountability</p>		CSD
REASSIGNMENTS							
1. To approve reassignments		Dir, NIH	Dir, OHR	Dep Dir, NIH	YES TO:	Employees may not receive (i.e.,	CSD

for scientists and non-scientists with no change in total compensation		DDM, NIH		IC Dirs	Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy PROVIDED the IC Director retains accountability	actually be paid) total compensation greater than EX-I within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and "rolled over" for payment during the next calendar year (5CFR 530.203)	
RECRUITMENT BONUSES							
1. To approve requests for recruitment bonuses for scientists and non-scientists who report directly to the Director, NIH; the Deputy Director, NIH; or to IC Directors		Dir, NIH DDM, NIH			NO	ICs must submit requests for approval to OHR, NIH, 1/B160	CSD
2. To authorize a recruitment bonus for scientists and non-scientists in advance without further review and approval, i.e., CFR 575(104)(b)(2)		Dir, NIH DDM, NIH	Dir, OHR		NO	ICs must submit requests for approval to OHR, NIH, 1/B160 Employees may not receive (i.e., actually be paid) total compensation greater than EX-I within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred,	CSD

						and “rolled over” for payment during the next calendar year (5CFR 530.203)	
<p>3. To approve individual recruitment bonuses of up to 25 percent of base pay when necessary to:</p> <ul style="list-style-type: none"> - match current non-Federal salary; - match current non-Federal salary and fringe benefits; - match a recent, written, competing, non-Federal salary offer for a similar position; - compensate for cost of living disparity, as shown in a Runzheimer International Two-Location Comparison or comparable comparison, or a combination of cost of living and salary offer disparity <p>for scientists when total compensation is > GS-15/10 (DC locality)</p> <p>OR</p> <p>for non-scientists when grade is ≥ GS-14</p> <p>OR</p> <p>for scientists and non-scientists when cumulative discretionary pay increases are > \$30,000 within the preceding 52-week period</p>		<p>Dir, NIH</p> <p>DDM, NIH</p>			NO	<p>ICs must submit requests for approval to OHR, NIH, 1/B160</p> <p>Employees may not receive (i.e., actually be paid) total compensation greater than EX-I within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and “rolled over” for payment during the next calendar year (5CFR 530.203)</p>	CSD
<p>4. To approve individual recruitment bonuses of up to 25 percent of base pay when necessary to:</p> <ul style="list-style-type: none"> - match current non-Federal salary; - match current non-Federal salary and fringe benefits 		<p>Dir, NIH</p> <p>DDM, NIH</p>	Dir, OHR	<p>Dep Dir, NIH</p> <p>IC Dirs</p>	<p>YES TO:</p> <p>Officials with sufficient knowledge and expertise to exercise</p>	When 3Rs is part of a Title 38 case, send 3Rs as part of the approved Title 38 package to SPT, CSD, OHR within 10	CSD

<p>- match a recent, written, competing, non-Federal salary offer for a similar position; and</p> <p>- compensate for cost of living disparity, as shown in a Runzheimer International Two-Location Comparison or comparable comparison, or a combination of cost of living and salary offer disparity</p> <p>for scientists when total compensation is ≤ GS-15/10 (DC locality) provided cumulative discretionary pay increases are ≤ \$30,000 within the preceding 52-week period</p> <p style="text-align: center;">OR</p> <p>for non-scientists when grade is < GS-14 provided cumulative discretionary pay increases are ≤ \$30,000 within the preceding 52-week period</p>					<p>this authority in accordance with law, regulation, and written policy</p> <p style="text-align: center;">AND</p> <p>who are at a higher level than the official who made the initial recommendation</p> <p style="text-align: center;">PROVIDED</p> <p>the IC Director retains accountability</p>	<p>working days for post audit purposes</p> <p>Employees may not receive (i.e., actually be paid) total compensation greater than EX-I within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and “rolled over” for payment during the next calendar year</p>	
<p>5. To approve all requests for waivers of repayment of the prorata amount of recruitment bonuses for failure to complete service agreements, when waiver is required</p> <p>for scientists and non-scientists</p>		<p>Dir, NIH</p> <p>DDM, NIH</p>	Dir, OHR		NO	<p>ICs must submit requests for waivers of overpayment to OHR, NIH, 1/B160</p>	CSD
REDUCTION IN GRADE/REMOVALS BASED ON UNACCEPTABLE PERFORMANCE (5 CFR 432)							
<p>1. To propose a reduction in grade or removal based on unacceptable performance, to receive an employee's reply and to make the original decision</p>		<p>Dir, NIH</p> <p>DDM, NIH</p>	Dir, OHR	<p>Dep Dir, NIH</p> <p>IC Dirs</p>	<p>YES TO:</p> <p>1st level supervisors</p>	<p>Prior review of cases by WRD, OHR, is required.</p>	WRD
<p>2. To act as the "Concurring Official" on original decisions to reduce in grade or</p>		Dir, NIH	Dir, OHR	Dep Dir,	YES TO:	Decisions may	WRD

remove an employee based on unacceptable performance		DDM, NIH		NIH IC Dirs	Officials who are in a higher level position than the deciding official with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy	not be issued without the prior review of technical issues by WRD, OHR	
REDUCTION-IN-FORCE (RIF), FURLOUGH, AND REVISIONS TO COMPETITIVE AREAS							
1. To approve RIFs and furloughs within the NIH		Dir, NIH DDM, NIH	Dir, OHR		NO	In cases of furloughs or RIFs involving separation of employees, written notification of the proposed action must be received by the Assistant Secretary for Managements, HHS before specific notices are issued	CSD
2. To establish competitive area(s) other than NIH-wide		Dir, NIH DDM, NIH	Dir, OHR		NO	The ASMB, HHS must be notified in writing immediately upon the establishment of a competitive area that is other than NIH-wide If a competitive	CSD

						area will be in effect less than 90 days prior to the effective date of a RIF, a description of such competitive area must be forwarded to OPM for approval with a copy to the ASMB, HHS	
RELOCATION BONUSES							
1. To approve requests for relocation bonuses for scientists and non-scientists who report directly to the Director, NIH; the Deputy Director, NIH; or to IC Directors		Dir, NIH			NO	ICs must submit requests for approval to OHR, NIH, 1/B160	CSD
<p>2. To approve individual relocation bonuses of up to 25 percent base pay:</p> <ul style="list-style-type: none"> - after considering the success of recent recruitment efforts for similar positions, recent turnover in similar positions, applicable labor market factors, and the special qualifications needed for the position; - 25 percent of base pay to compensate for cost of living disparity, as shown in a Runzheimer International Two-Location Comparison; or comparable comparison <p>for scientists when total compensation is > GS-15/10 (DC locality) OR</p> <p>for non-scientists when grade is ≥ GS-14 OR</p> <p>for scientists and non-scientists when cumulative discretionary increases are > \$30,000 within the preceding 52-week</p>		Dir, NIH DDM, NIH			NO	<p>ICs must submit requests for approval to OHR, NIH, 1/B160</p> <p>Employees may not receive (i.e., actually be paid) total compensation greater than EX-I within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and “rolled over” for payment during the next calendar year (5CFR 530.203)</p>	CSD

period							
<p>3. To approve individual relocation bonuses of up to 25 percent base pay:</p> <ul style="list-style-type: none"> – after considering the success of recent recruitment efforts for similar positions, recent turnover in similar positions, applicable labor market factors, and the special qualifications needed for the position; - 25 percent of base pay to compensate for cost of living disparity, as shown in a Runzheimer International Two-Location Comparison; or comparable comparison <p>for scientists when total compensation is ≤ GS-15/10 (DC locality) provided cumulative discretionary pay increases are ≤ \$30,000 within the preceding 52-week period</p> <p style="text-align: center;">OR</p> <p>for non-scientists when grade is < GS-14 provided cumulative discretionary pay increases are ≤ \$30,000 within the preceding 52-week period</p>		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	<p>YES TO:</p> <p>Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy</p> <p style="text-align: center;">AND</p> <p>who are at a higher level than the official who made the initial recommendation</p> <p style="text-align: center;">PROVIDED</p> <p>the IC Director retains accountability</p>	Employees may not receive (i.e., actually be paid) total compensation greater than EX-I within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and “rolled over” for payment during the next calendar year (5 CFR 530.203)	CSD
4. To approve all requests for waivers of repayment of the prorata amount of relocation bonuses for failure to complete service agreements, when waiver is required (scientists and non-scientists)		Dir, NIH DDM, NIH	Dir, OHR		NO	ICs must submit requests for waivers of repayment to OHR, NIH, 1/B160	CSD
RETENTION ALLOWANCES							
1. To approve requests for retention allowances for scientists and non-scientists who report directly to the		Dir, NIH DDM, NIH			NO	ICs must submit requests for approval to OHR,	CSD

Director, NIH; the Deputy Director, NIH; or to IC Directors						NIH, 1/B160	
<p>2. To approve an initial retention allowance of up to 25 percent of base pay when necessary to match: (1) a salary level that reflects an "employment opportunity", (2) a verified, verbal salary offer, (3) a recent, written, competing, non-federal salary offer for a similar position</p> <p>for scientists when total compensation is > GS-15/10 (DC locality)</p> <p>OR</p> <p>for non-scientists when grade is \geq GS-14</p> <p>OR</p> <p>for scientists and non-scientists when cumulative discretionary pay increases are > \$30,000 within the preceding 52-week period</p>		<p>Dir, NIH</p> <p>DDM, NIH</p>			NO	<p>ICs must submit requests for approval to OHR, NIH, 1/B160</p> <p>RETENTION ALLOWANCES DO NOT "ROLL OVER" AND CANNOT BE AUTHORIZED IN AN AMOUNT THAT WOULD CAUSE TOTAL COMPENSATION TO EXCEED EX-I IN A CALENDAR YEAR (5CFR 530.203)</p>	CSD
<p>3. To approve an initial retention allowance of up to 25 percent of base pay when necessary to match: (1) a salary level that reflects an "employment opportunity", (2) a verified, verbal salary offer, (3) a recent, written, competing, non-federal salary offer for a similar position</p> <p>for scientists when total compensation is \leq GS-15/10 (DC locality) provided cumulative discretionary pay increases are \leq \$30,000 within the preceding 52-week period</p> <p>OR</p> <p>for non-scientists when grade is < GS-</p>		<p>Dir, NIH</p> <p>DDM, NIH</p>	Dir, OHR	Dep Dir, NIH IC Dirs	<p>YES TO:</p> <p>Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy</p> <p>AND</p> <p>who are at a higher level</p>	<p>RETENTION ALLOWANCES DO NOT "ROLL OVER" AND CANNOT BE AUTHORIZED IN AN AMOUNT THAT WOULD CAUSE TOTAL COMPENSATION TO EXCEED EX-I IN A CALENDAR YEAR (5CFR 530.203)</p>	CSD

14 provided cumulative discretionary pay increases are ≤ \$30,000 within the preceding 52-week period					than the official who made the initial recommendation PROVIDED the IC Director retains accountability		
<p>4. To approve an initial retention allowance of up to 10 percent of base pay (up to 25 percent with OPM approval) for a group or category of employees based on a written determination (market analysis) that the category has unusually high or unique qualifications, or that the IC has a special need for the employees' service that makes it essential to retain the employees in that category, and that it is reasonable to presume that there is a high risk that a significant number of employees in the targeted category are likely to leave Federal Service in the absence of the allowance</p> <p>for scientists when total compensation is > GS-15/10 (DC locality) (for any employee in the group or category) OR</p> <p>for non-scientists when grade is ≥ GS-14 (for any employee in the group or category) OR</p> <p>for scientists and non-scientists when cumulative discretionary pay increases (for any employee in the group or category) are > \$30,000 within the preceding 52-week period</p>		Dir, NIH DDM, NIH			NO	<p>ICs must submit requests for approval to OHR, NIH, 1/B160</p> <p>When 3Rs is part of a Title 38 case, send 3Rs as part of the approved Title 38 package to SPTD, OHR within 10 working days for post-audit purposes</p> <p>RETENTION ALLOWANCES DO NOT "ROLL OVER" AND CANNOT BE AUTHORIZED IN AN AMOUNT THAT WOULD CAUSE TOTAL COMPENSATION TO EXCEED EX-I IN A CALENDAR YEAR (5CFR 530.203)</p>	CSD

<p>5. To approve an initial retention allowance of up to 10 percent of base pay (up to 25 percent with OPM approval) for a group or category of employees based on a written determination (market analysis) that the category has unusually high or unique qualifications, or that the IC has a special need for the employees' service that makes it essential to retain the employees in that category, and that it is reasonable to presume that there is a high risk that a significant number of employees in the targeted category are likely to leave Federal Service in the absence of the allowance</p> <p>for scientists when total compensation is \leq GS-15/10 (for all employees in the group or category) provided cumulative discretionary pay increases are \leq \$30,000 within the preceding 52-week period</p> <p>OR</p> <p>for non-scientists when grade is < GS-14 (for all employees in the group or category) provided cumulative discretionary pay increases are \leq \$30,000 in the preceding 52-week period</p>		<p>Dir, NIH</p> <p>DDM, NIH</p>	Dir, OHR	<p>Dep Dir, NIH</p> <p>IC Dirs</p>	NO	<p>RETENTION ALLOWANCES DO NOT "ROLL OVER" AND CANNOT BE AUTHORIZED IN AN AMOUNT THAT WOULD CAUSE TOTAL COMPENSATION TO EXCEED EX-I IN A CALENDAR YEAR (5CFR 530.203)</p> <p>ICs must submit substantiating documentation to SPT, CSD, OHR that includes approved categories, series, grade(s) and number of employees within 10 working days for post-audit purposes</p>	CSD
<p>6. To approve renewals of retention allowances when there were no restrictions on the original approval and no change in the rate</p>		<p>Dir, NIH</p> <p>DDM, NIH</p>	Dir, OHR	<p>Dep Dir, NIH</p> <p>IC Dirs</p>	<p>YES TO:</p> <p>Officials with sufficient knowledge and expertise to exercise this authority</p>	<p>RETENTION ALLOWANCES DO NOT "ROLL OVER" AND CANNOT BE AUTHORIZED IN AN AMOUNT THAT WOULD</p>	CSD

					<p>in accordance with law, regulation, and written policy</p> <p>AND</p> <p>who are at a higher level than the official who made the initial recommendation</p> <p>PROVIDED</p> <p>the IC Director retains accountability</p>	CAUSE TOTAL COMPENSATION TO EXCEED EX-I IN A CALENDAR YEAR (5CFR 530.203)	
SELECTIONS							
1. To nominate persons for appointment by the President, or by the President with the advice and consent of the Senate	Secretary				NO		CSD
2. To approve the selection of persons as members of advisory committees or councils except where the Secretary has specifically delegated such approval authority	Secretary				NO		CSD
3. To make the final management decision regarding the choice of person to fill a Civil Service position at GS-15 and below and equivalent		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	<p>YES TO:</p> <p>Officials with sufficient knowledge and expertise to exercise this authority in accordance with law,</p>	<p>Subject to appropriate approval of salary - See Appointments</p> <p>To select Title 5 "tenured" positions to the Intramural</p>	CSD

					regulation, and written policy	Research Program NIH, requires the approval of the NIH Central Tenure Committee and the DDIR, NIH Included are appointments to the NIH from the outside and reassignments within the NIH from outside the Intramural Research Program	
SET RATES OF PAY (NON-GS)							
1. To approve any program for student-employees not otherwise covered under 5 USC, Subchapter V, Chapter 53,	USOPM				NO		CSD
2. To pay student-employee stipends in excess of the maximum amount authorized by USOPM	USOPM				NO		CSD
3. To make the necessary legal, regulatory, and policy compliance determinations to establish or change student-employee training programs and to determine coverage, as appropriate, under 5 USC, Subchapter V, Chapter 53		Dir, NIH DDM, NIH	Dir, OHR		NO		CSD
4. To set the rate of pay for an expert or consultant appointed under 5 USC 3109, or authorities similar to 5 USC 3109 (i.e., exempt from civil service requirements for competitive examination, job classification, and general schedule pay)		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority	Rates of pay from \$200 per day to daily rate of EX Level IV must be approved by an official who reports directly to the Director, NIH	CSD

					in accordance with law, regulation, and written policy		
5. To set the rate of pay for a member of an advisory board, council, or committee appointed pursuant to legislation which specifically authorizes a Department official other than the Secretary to make such an appointment, unless the legislation gives the authority to set the rate of pay to a specific official, or establishes a rate of pay by its own terms		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs Assc Dirs, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy	Rates of pay from \$200 per day to daily rate of EX Level IV must be approved by an official who reports directly to the Director, NIH	CSD
STANDBY DUTY PAY							
1. To approve standby duty and standby duty pay		Dir, NIH DDM, NIH	Dir, OHR		NO		CSD
SUPERVISORY DIFFERENTIALS							
1. To establish a system for reviewing and monitoring the legality and appropriateness of each supervisory differential granted		Dir, NIH DDM, NIH	Dir, OHR		NO		CSD
2. To approve supervisory differentials for amounts over \$7,500		Dir, NIH DDM, NIH	Dir, OHR		NO	ICs must submit requests for approval to OHR, NIH, 1/B160	CSD
3. To approve new or increase existing supervisory differentials for amounts up to and including \$7,500		Dir, NIH DDM, NIH	Dir, OHR		NO	ICs must submit requests for approval to OHR, NIH, 1/B160	CSD

						The total continuing pay of the supervisor receiving the differential may not exceed the total continuing pay of the highest paid non-GS subordinate employee by more than three percent	
4. To approve the reduction or termination of supervisory differentials for both non-mandatory and mandatory actions		Dir, NIH DDM, NIH	Dir, OHR		NO		CSD
TEMPORARY WAIVERS OF PHS LICENSURE REQUIREMENTS							
1. To approve temporary waivers of the PHS licensure requirement for civil service professionals in accordance with the PHS Policy on Licensure of Health Care Providers in the Civil Service		Dir, NIH		Dir, CC	NO		CSD
TERM APPOINTMENTS							
1. To determine that a position or positions may be filled by term appointments NTE 4 years		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: IC EOs	Term appointments may be filled under competitive or non-competitive terms in accordance with 5 CFR 316.302	CSD

2. To approve term appointments beyond 4 years	USOPM					Requests for extensions beyond 4 years must be submitted through CSD, OHR for approval by OPM	CSD
TRAINING							
1. To approve and acquire HHS-wide training which is managed by the OS	OS				NO		
2. To approve training		Dir, NIH DDM, NIH Dir, OSMP	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO**: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy **The Director, OSMP, may re-delegate the authority to obtain and approve training for staff affected by Administration or Departmental initiatives, to an OSMP staff	This authority includes the authority to assess training needs; select employees for training; manage and provide training within the provisions of 5 U.S.C. 41; ensure that the training conforms to relevant laws, regulations, and Department and component requirements; and assess the effectiveness of training The authority delegated to the Director, OSMP, includes the authority to obtain and approve	

					member. That staff member must be a federal employee at least at the GS-13 level.	training for NIH employees affected by Administration or Departmental initiatives.	
3.To authorize a per diem allowance in line with training or conference training		Dir, NIH DDM, NIH	Dir, OHR	Dep. Dir, NIH IC Dirs IC Executive Officers	YES TO: IC Senior Administrative Officer or equivalent level	To authorize a per diem allowance inclusive of meals and/or lodging for events taking place at a temporary site within the local travel area as defined in NIH Manual 1500-06-01. The event must meet the definition of either, "training" under GETA (5 USC 4101), or "conference training" (5CFR 410.404), and all applicable conditions of the Act and other HHS and NIH guidance. This authority area would apply for training that lasts less than 30 days.	
4. To acquire off-the-shelf training for individual employees or groups of employees under the authority of GETA		Dir, NIH DDM, NIH Dir, OSMP	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO**: Officials with the knowledge of relevant laws,	Off-the-shelf training is training with standard features and costs established in catalogs or	

					<p>regulations, department and agency requirements related to training</p> <p>**The Director, OSMP, may re-delegate the authority to obtain and approve training for staff affected by Administration or Departmental initiatives to an OSMP staff member. That staff member must be a federal employee at least at the GS-13 level.</p>	<p>other printed material available to the general public, or training offered by an individual consultant or firm where standard features and costs are established based on past practices. Costs of Off-the-Shelf training do not include employee travel or development of training material</p> <p>The dollar limits and guidelines for "micro purchases" established by the Office of Management and Budget apply to training acquired under this authority</p> <p>The authority delegated to the Director, OSMP, includes the authority to obtain and approve training for NIH employees affected by Administration or Department initiatives.</p>	
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5. To waive in whole or in part the recovery of training expenses when continuing service agreements are not met		Dir, NIH DDM, NIH	Dir, OHR		NO	ICs must submit requests for waivers to OHR, NIH through WRD, OHR	
6. To approve unauthorized training		Dir, NIHDDM, NIH	Dir, OHR		YES TO: Director, WRD	ICs must submit requests for waivers to WRD, OHR	
TRAVEL - DELEGATIONS OF AUTHORITY ARE ON THE OFFICE OF MANAGEMENT ASSESSMENT (OMA) DELEGATIONS OF AUTHORITY WEB SITE http://www3.od.nih.gov/oma/manualchapters/delegations/travel/t03/ and http://www3.od.nih.gov/oma/manualchapters/delegations/travel/t06/							
UNIFORMS AND UNIFORM ALLOWANCES							
1. To make the determinations as to approval of positions for uniform allowances for the NIH		Dir, NIH DDM, NIH	Dir, OHR		NO		CSD
USE OF RECRUIT FIRMS							
1. To determine when the use of recruiting firms and nonprofit employment services is appropriate		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy		CSD
VOLUNTARY LEAVE TRANSFER PROGRAM (VLTP)							
1. To approve an employee's application to become a recipient of donated annual leave from the leave accounts of one or more donors		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs IC EOs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority	The recipient of transferred leave must be affected by a medical or family medical emergency that is likely to require his/her absence,	WRD

					in accordance with law, regulation, and written policy	without available leave, from duty for a prolonged period of time (24 hours for full-time employees) and to result in a substantial loss of income because of the unavailability of paid leave.	
2. To approve the donation of annual leave to the leave account of an approved leave recipient.		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs	YES TO: 1 st level supervisors	<p>An employee may not donate annual leave to his/her immediate supervisor.</p> <p>Without a waiver, a leave donor may not donate more than ½ of the amount of annual leave he/she would be entitled to accrue during the leave year in which the donation is made.</p> <p>Without a waiver, a leave donor projected to have use or lose annual leave at the end of the leave year may not donate more than the lesser of: (1) ½ of the amount of annual leave he/she would be entitled to accrue during</p>	WRD

						the leave year in which the donation is made; or (2) the number of work hours remaining in the leave year, as of the date of the donation, for which he/she is scheduled to work and receive pay.	
3. To approve a waiver of leave donation amount limitations		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs IC EOs	YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy		WRD
WAIVERS OF OVERPAYMENT - This delegation of authority is now under the General Administration section of the Office of Management Assessment Manual Chapters/NIH Delegations of Authority website (http://www3.od.nih.gov/oma/manualchapters/delegations/genadm/genad32/)							
WITHIN-GRADE INCREASES (WIGI's)							
1. To make the initial determination that the work of an employee is or is not of an acceptable level of competence; to approve periodic within-grade increases		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH IC Dirs IC EOs	1st level supervisors	WIGI denial letters and reconsideration decisions must be reviewed by WRD, OHR	WRD
2. To make the agency determination of acceptable level of competence when an employee requests administrative		Dir, NIH DDM, NIH	Dir, OHR	Dep Dir, NIH	2nd level supervisors	WIGI denial letters and reconsideration	WRD

reconsideration of initial negative determination				IC Dirs IC EOs		decisions must be reviewed by WRD, OHR	
WORK, WORK WEEKS, AND WORK SCHEDULES							
1. To establish the first 40 hours of duty performed within a period of not more than six days in the administrative workweek of Sunday through Saturday as the basic workweek		Dir, NIH DDM, NIH	Dir, OHR		NO		WRD
2. To establish for pay purposes a regularly scheduled administrative workweek which is other than Sunday through Saturday		Dir, NIH DDM, NIH	Dir, OHR		NO		WRD
3. To establish regularly scheduled work weeks in excess of 40 hours in the administrative work week.		Dir, NIH DDM, NIH	Dir, OHR		NO		WRD
4. To make exceptions to the basic workweek of five consecutive 8-hour days Monday through Friday for full-time employees in order to establish work schedules to begin on any day of the week		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs Officers-in-Charge, Field Stations	YES TO: IC EOs		WRD
5. To make exceptions, on an individual case basis, to the established work schedules of full-time employees for educational purposes or under other circumstances when such exception is considered to be warranted		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs Officer-in-Charge, Field Stations	YES TO: 1 st level supervisors		WRD

6. To make assignments to tours of duty when shift or rotational tours are required		Dir, NIH DDM, NIH	Dir, OHR	Dep Dirs, NIH Assc Dirs, NIH IC Dirs Officer-in-Charge, Field Stations	YES TO: 1 st level supervisors		WRD
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PAY-RELATED DEFINITIONS

Salary is the annual rate of basic pay, and locality pay, if any, paid on a regular basis for the position to which the employee is appointed. It does not include additional cash benefits.

Discretionary Pays include Cash Awards and Performance Bonuses; Recruitment and Relocation Bonuses and Retention Allowances (3Rs) or Recruitment and Retention Incentives (2Rs); Physicians Comparability Allowance (PCA); Physicians Special Pay (PSP); Salary Increases Based on Performance; SES Performance Awards; SES Rank Awards, Quality Step Increases

Total compensation means the employee's salary plus APPLICABLE discretionary increases - i.e., the employee's total annual rate of earnings from his/her current position.